

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-85-96-01	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION Washington, DC 20408			DATE RECEIVED 10/27/1995	
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.		
2. MAJOR SUBDIVISION Immigration and Naturalization Service				
3. MINOR SUBDIVISION				
4. NAME OF PERSON WITH WHOM TO CONFER Nannetta A. Bidy	5. TELEPHONE (202) 514-4914	DATE 03/20/1996	ARCHIVIST OF THE UNITED STATES James Moore (Acting)	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE 10/12/1995	SIGNATURE OF AGENCY REPRESENTATIVE Nannetta A. Bidy		TITLE Director, Office of Files and Forms Mgmt.	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9. GRS OR SUPERSEDED JOB CITATION
	<p style="text-align: center;">RECEIPT FILES</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Some Receipt Files are shipped to the Harrisonburg File Storage Facility (HBG) instead of to a NARA Federal Records Center (FRC). Please refer to Chapter III-01 of the Records Operations Handbook (ROH) for the latest list of files approved for shipment to HBG. However, regardless of the location of the files (HBG or FRC), the retention periods remains the same as indicated in this schedule. • Applications/petitions (aka benefit requests) listed in this schedule adjudicated without a receipt number must also adhere to the retention periods contained herein. <p>The agency Service Centers creates and adjudicates applications and petitions (forms) submitted by applicants (immigrants and non-immigrants) for benefits pursuant to the Immigration and Naturalization Act (INA).</p> <p>These forms are submitted with supporting documents, (i.e., processing worksheets, correspondence, congressional and/or general) and evolve into case files called Receipt Files. Each Receipt File houses a specific form type including supporting documentation, and each form type and/or group of form types must be maintained for various time periods based on the administrative, fiscal, and legal needs of the Service.</p>			
				10. ACTION TAKEN (NARA USE ONLY)

systems, certain forms, previously maintained in A-Files for long term informational needs, are now no longer incorporated into the A-Files. Please note that in certain instances, denied and approved (applications/petitions) cases, and some of the cases opened during the Immigration Reform and Control Act of 1986 (IRCA), depending on the need of the Service USCIS, will still be incorporated into the base record (A-File).

~~Applications and petitions are mailed to four INS Service Centers located in three Regions of the United States. The Office of the Eastern Region, located in St. Albans, Vermont; Office of the Central Region, Dallas, Texas and Lincoln, Nebraska; and Office of the Western Region, located in Laguna Niguel, California.~~

~~Receipt Files are bar coded with a three digit location code followed by a ten digit number. For example, an Eastern Service Center Receipt File is identified as EAC1234567890.~~

1. NOTIFICATION FILES: FORM I-824

Approval notifications and other application types of issuances related to confirmation that petitions are approved.

Retention/Disposition: Destroy when six (6) months old.

2. IDENTITY FILES: FORM(S) I-90 & I-131

~~Forms used to provide some form of identification, such as an identification card (identity cards), to applicants.~~

~~Form I 90, when granted, results in the applicant being provided an Alien Registration Card which identifies the alien as a lawful permanent resident.~~

~~Form I 131 provides the applicant with a document that identifies the bearer as a person authorized to apply for readmission to this country as a lawful permanent resident or refugee.~~

Retention/Disposition:

~~a. Approved Cases: Retire one (1) year after date of receipt. Destroy when ten (10) years old.~~

~~b. Denied Cases: Petitions (cases) will be placed in a temporary A File and the permanent A File will be requested and the two consolidated. If an A File does not exist, an A File will be created and the documentation will become part of the newly created A File.~~

**NOTE: The I-90 has been rescheduled as DAA-0566-2015-0004
The I-131 has been rescheduled as DAA-0566-2016-0004**

3. WORKER PETITIONS: FORM(S) I-129, I-129S, IAP-66

Forms used to grant and/or admit certain alien workers temporarily, industrial, agricultural, or otherwise, for the purpose of alleviating labor shortages as they exist or may develop in certain areas or certain branches of American productive enterprises.

b. Form I-129S. (Non-Immigrant Petition Based on Blanket “L” Petition) Employment based on this form stipulates an indefinite time period.

c. Form IAP-66. Furnished by the United States Information Agency (USIA) and concerns the Exchange Visitor Program.

Form IAP-66 consists of two (2) categories:

Category 1 – Alien petitions filed subject to a two (2) year foreign residence requirement, (i.e., all exchange students who are “governmentally financed” within the meaning of the Act of April 7, 1970 (Public Law 91-225)

Category 2 – Petitions filed but not subject to the two (2) year foreign residence requirement.

Retention/Disposition:

a. Form I-129. Retire one (1) year from last action date. Destroy when 6 years old.

b. Form I-129S. Destroy (2) years after file becomes inactive.

c. Form IAP-66:

Category 1 – **Category 1 petitions become a permanent part of the A-File and has a life cycle equaling that of the A-File.** Retire FRC after adjudication is completed. NOTE - This category involves a historical procedure that will result in retiring old IAP-66 Forms. Future IAP-66 Forms will be used as supporting documentation to the I-539. (See I-539 schedule.)

Category 2 - Retire after adjudication is completed. Destroy two (2) years from date of adjudication.

4. NON-IMMIGRANT FILES: FORM I-539

This form is for a non-immigrant to apply for an extension of stay or change to another non-immigrant status. This form is also non-immigrant F-1 or M-1 student to apply for reinstatement.

Retention/Disposition:

a. When application used to extend time of temporary stay or reinstatement:

Approved/Denied Cases: Destroy when one (1) year old. Electronic record is available.

b. When application used to change status:

Approved/Denied Cases: Retire one (1) year after date of receipt. Destroy when five (5) years old.

5. IMMIGRANT FORMS:

I-129F, I-130, I-140, I-212, I-290A, I-290B, I-360, I-526, I-600, I-600A, I-601, I-601A, I-602, I-612, I-730, I-724, I-751, I-752, I-817, I-821, I-821D, I-829

These forms are used to request a document reflecting the holder as someone who wishes to immigrate to the United States, or non-immigrants who are in the United States and wish to adjust their status to immigrant status. The files mainly consist of petitions, applications, relative correspondence, and decisions by ~~INS~~-USCIS and, in some cases, documentary evidence supporting the petition.

Retention/Disposition:

a. Approved Cases: If a petition is used to support an immigrant visa or an adjustment of status, the petition ~~except the I-129F~~, becomes a permanent part of the A-File.

Retain in Receipt File for five (5) years. When time to purge, create A-File for petitions for which visa numbers are not available, and for which no A-File currently exists.

~~Retire the file to the FRC for the life cycle equaling 70 years from date the file is received at the FRC or 75 years from the date of last action, whichever is earlier. When the visa becomes available, file will be retrieved from the FRC. Destroy 70 years from the date the file is retired to the FRC or 75 years from the date of last action.~~

If the petition is NOT used, it is to be disposed of 3 years after a visa number becomes available.

b. Denied cases: An A-File is created and the petition becomes a permanent part of the alien's A-File and has a life cycle equaling that of an A-File.

~~c. Exception: I-129F: Retire to the FRC one year (1) year after date of receipt. Destroy when three (3) years old.~~

**NOTE: The I-821D (DACA) has been rescheduled as DAA-0566-2016-0006
The I-821 (TPS) has been rescheduled as DAA-0566-2016-0007**

6. CITIZENSHIP FORM(S): N-565, and Similar Forms (excludes N-400)

~~Application to replace naturalization or citizenship documents.~~

Retention/Disposition:

~~Approved/Denied Cases: Hold in the Receipt File for (1) year after data entry into the Reengineered Naturalization Automated Casework System (RNACS) and then destroy.~~

NOTE: The N-400 is scheduled as DAA-0566-2016-0002

All other alien specific N-Forms are scheduled as part of DAA-0566-2016-0016

NOTE: March 2013. The above pen-and-ink changes were approved by NARA. Retirement/filing instructions which refer to a life cycle of 70 or 75 years are no longer accurate and have been lined out; in 2009, the A-File was reclassified as permanent (N1-566-08-11). There is no exception for the I-129F; it is A-File content.